

FIRE WATCH — HOURLY LOG

Keep this sheet at the desk for the duration of the impairment. One line per round. The fire marshal can ask for it at any time, and a complete log is the difference between a closed file and a citation.

PROPERTY	ADDRESS	SYSTEM IMPAIRED	IMPAIRMENT START — DATE & TIME
FIRE MARSHAL / AHJ CONTACT	PROPERTY CONTACT	AREAS TO BE COVERED	ROUNDS REQUIRED PER HOUR

TIME	OFFICER (PRINT)	AREAS COVERED THIS ROUND	CONDITIONS OBSERVED	INITIALS

BEFORE THE WATCH STARTS

- | | |
|---|---|
| ☐ Confirm which system is impaired and when it went down | ☐ Every floor and stairwell on the designated route |
| ☐ Confirm the impairment was reported to the AHJ | ☐ Access keys or fobs in hand for locked areas |
| ☐ Confirm post count required for this occupancy | ☐ Log started at the top of the first hour, not later |
| ☐ Walk the route with building staff before hour one | ☐ Officer knows the evacuation signal and assembly point |
| ☐ Extinguishers located, charged and tagged | ☐ Relief officer briefed before shift change |
| ☐ Radios tested; officer has 911 and management numbers | ☐ Completed log handed to management on release |